



June 18, 2007

TO: Citizens' Oversight Committee

FROM: Li Zhang, Manager of Finance and Administration

RE: TAM Office Move Report, Agenda Item 7

At the May 21 Citizens' Oversight Committee meeting, committee members inquired why TAM is moving and whether any cost-benefit analysis was conducted for the move. As staff responded to the group, the current TAM office location is leased by the County Department of Public Works (DPW), and needs to be made available for DPW staff by September of this year. The current office location was a temporary solution, and was not intended to be the permanent home for TAM. While TAM is paying relatively low rent for the office space provided by DPW, the space provided to TAM has also proved to be insufficient to conduct normal business. Since the beginning of the office search, TAM staff conducted various studies to determine the space needs of TAM and also the ideal location for TAM as a public agency focusing on improving transportation in Marin.

TAM also made great efforts to make the cohabitation of MCTD, SMART and TAM possible. The cohabitation of the three small transportation agencies is, definitely, a more efficient way to spend tax payers' money.

Staff reports to the TAM Board are attached to this item to provide you with more details on the TAM office search efforts.

Recommendation: Information Item Only



April 26, 2007

TO: Transportation Authority of Marin Commissioners

FROM: Dianne Steinhauser, Executive Director

RE: TAM Office Space, Agenda Item 11

Dear Commissioners:

Executive Summary

TAM staff have been working diligently over the last year and a half to determine options for office space. The TAM Board has been supportive of staff locating to a permanent office space in Central Marin County, particularly the San Rafael, Corte Madera, Larkspur areas, that is accessible by all modes including transit, bicycle, and pedestrian options,. This location best enables our Board members and widespread public and advocacy to attend meetings by utilizing all modes. It has also been a priority of the TAM Board to locate near good quality transit and bike/ped access.

In January 2006, staff located a site at 900 4th Street in San Rafael, but this site was abandoned when staff realized that it would cost over \$175,000 to move in as the owner would not agree to fund any of the required ADA improvements. TAM staff paused in its efforts to locate an office from late Spring through early Fall of 2006 while it awaited the hiring of a General Manager for the Marin County Transit District (MCTD), who would then work with TAM's Executive Director to finalize the selection of an office location. The vacancy was not filled, so in October 2006, TAM and MCTD staff renewed the search for space. The team centered on two options at the Corporate Center in San Rafael. The most cost-effective option was pursued over a period of four months, however this sub-lease option was ultimately rejected by the building owner in February 2007. Since that time, TAM staff have considered and toured a number of available properties in the central area of the County. In late February 2007, the Executive Director of SMART entered into a favorable discussion with TAM staff about the feasibility of cohabitating with TAM and MCTD. The economies of scale in sharing functions and equipment would be beneficial to each agency.

TAM staff are seeking concurrence from the TAM Board that the original locational preference remains a priority and that the total space need is reasonable.

Recommendation: a) The TAM Board concur that cohabitation of TAM, MCTD and SMART is acceptable; b) The location of the office in Central Marin County with quality transit and bike/ped access is a priority; c) TAM staffing levels associated with space needs are appropriate; d) Square footage needs of the three agencies combined is the appropriate target for a lease space (Note: the final square footage needed will be discussed at the TAM Board Meeting)



April 26, 2007

TO: Transportation Authority of Marin Commissioners

FROM: Dianne Steinhauser, Executive Director

RE: **Supplement** to Office Relocation Staff Report, Agenda Item 11

Dear Commissioners:

Executive Summary

TAM staff seek concurrence from the TAM Board on a number of items having to do with the TAM move to a new office space. The move has become even more critical as the County of Marin has asked staff to vacate their building by September 2007, and one of TAM's co-habitators, SMART, needs to find a suitable new office space by that same date. TAM staff have been working to find a suitable location for quite some time.

Attached is supplemental information not distributed previously that lists the total number of staff each agency would want to accommodate, as well as an estimate of square footage using space standards from three different agencies, for comparative purposes: the County of Marin, a recent remodel by the City of San Rafael for their Planning Department, and a recent remodel by MTC.

TAM staff seek approval for planning on a staffing level of 14 for TAM, and a commercial property lease goal of 9000 to 10,000 Square Feet.

Recommendation: a) The TAM Board concur that cohabitation of TAM, MCTD and SMART is acceptable; b) The location of the office in Central Marin County with quality transit and bike/ped access is a priority; c) A TAM staffing level of 14 is appropriate as a space target; d) The total Square Footage needs of the three agencies combined is established as 9000 to 10,000 SF and is an appropriate target for a commercial lease space.

The attached is an analysis of space needs based on staffing levels of the three agencies. The first spreadsheet represents staffing levels and the second one is a summary of space.

Staffing Levels

Staff recommends approving space for 14 TAM staff. The board has approved 7 TAM positions plus 3 full-time county staff on loan. Staff recommends that the Board plan for up to 2 more TAM staff in the next five to seven years and that 1 space be allowed for TAM's PMO

consultants, who have requested space in the TAM offices, as well as one cubicle for housing the Countywide transportation model, which is our current arrangement.

MCTD has requested space for current staffing levels of 6 plus one future space.

SMART has requested space for current staffing levels of 4 plus two future staff.

Summary of Space

The attached summary of space needs used the space standards of three different agencies. TAM has modeled its needs after the County standard of space needed, the City of San Rafael standard as recently carried out in a remodeling for the Planning Department, and the MTC standard carried out in their recent remodel.

The square footage analysis using three different agencies shows that MTC has the highest space allowance for its staff, with the City of San Rafael a distant second, and the County of Marin with the lowest allowance.

Staff recommends approval to seek commercial space in the range of 9,000 to 10,000 square feet. This is in the range of what the County model or San Rafael model would allow. Please keep in mind that some space is not easily divisible, so it may be impossible to get exactly 8,900 square feet, for example. That is why staff seeks approval to pursue space in the general range of 9,000 to 10,000 square feet. We are seeking a five- to seven- year lease arrangement. The cost of Tenant Improvements will affect the term of the lease, i.e., costlier tenant improvements may need to be spread over a longer lease period in order for the three agencies to avoid out-of-pocket TI costs. A similar situation could exist regarding the cost recovery on any additional ADA improvements.

For further reference, staff checked a number of other similar agencies to TAM who provided the following information regarding space needs:

Sonoma County Transportation Authority 4,000 sq. ft. (10 staff currently)	400 sq ft/person (current space allows for growth)
Contra Costa Transportation Authority	380 sq ft/person
Alameda County CMA	350 sq ft/person

With TAM seeking 9,000 to 10,000 square feet for the three agencies involved, it will fall in the range of 333 square feet/person to 370 square feet/person, which is on the lower end of its peer agencies.

Recommendation: a) The TAM Board concur that cohabitation of TAM, MCTD and SMART is acceptable; b) The location of the office in Central Marin County with quality transit and bike/ped access is a priority; c) A TAM staffing level of 14 is appropriate as a space target; d) The total Square Footage needs of the three agencies combined is established as 9000 to 10,000 SF and is an appropriate target for a commercial lease space.

Attachments: Staff Plan and Office/Cubicle Assignment
Summary of Space

Agenda Item 7

Work Station Space												
	County Standard				City of San Rafael Standard				MTC Standard			
	Office/Cubicle Standard	TAM	MCTD	SMART	Office/Cubicle Standard	TAM	MCTD	SMART	Office/Cubicle Standard	TAM	MCTD	SMART
Executive Director/General Manager	280	1 =280	1 =280	1 =280	165	1 =165	1 =165	1 =165	390	1 =390	1 =390	1 =390
Manager/Principle	150	7 =1050	5 =750	3 =450	165	7 =1155	5 =825	3 =495	204	7 =1428	5 =1020	3 =612
Other Professional	64	4 =256	-	-	121	4 =484	-	-	110	4 =440	-	-
Administration Staff	64	2 =128	1 =64	1 =64	90	2 =180	1 =90	1 =90	80	2 =160	1 = 80	1 =80
Total Work Station Space W/O Circulation		1,714	1,094	794		1,984	1,080	750		2,418	1,490	1,082
Office Plus .30 Circulation Space		1,729	1,339	949		1,716	1,287	858		2,363	1,833	1,303
Cubicle Plus .45 Circulation Space		557	93	93		963	131	131		870	116	116
Total Work Station Space W Circulation		4759				5086				6601		
Supporting Space												
	County Standard				City of San Rafael Standard				MTC Standard*			
	People	Square Feet			People	Square Feet			People	Square Feet		
Conference Facilities												
Conference Room - Large	30	500			30	612			30	498		
Conference Room - Small	12	230			8	156			12	278		
Conference Room - Small	12	230			8	156			12	278		
Lobby/waiting area (10 people)		150				190				76		
TAM Server/Phone Room		100				100				100		
Copier (2)		100				180				100		
Plotter (1)		50				50				50		
Printer (4)		100				100				100		
Fax (2)		50				50				50		
Mail/Work Room/Supplies		300				330				330		
Break/Lunch Room		200				219				260		
Kitchen		100				100				100		
Filing/Record		900				900				900		
Storage space		200				200				200		
Total Support Space W/O Circulation		3,210				3,343				3,520		
Total Supporting Space W .30 Circulation		4,173				4,346				4,576		
Total Space Needs		8,932	Per Person	331		9,431	Per Person	349		11,177	Per Person	414

TAM May 2007 Office Options

Property Address	Map Location No.	Sq. Ft.	Terms	Recommended Length of Lease	Availability	Transit Service Available	ADA	TI Allowance	Est Addl Out-of-Pckt TI Costs	Bike/Ped Quality Access	Cost	Notes
East San Rafael 2350 Kerner Blvd.	2	9,000-10,000	Full Service	5 years	October / November 2007	Rte. 42*	Minimum addl work	\$50/SF - new	addl \$30 - \$50/SF	Poor	\$3.00/SF	addl buildout due to three agencies needing offices
East San Rafael 101 Glacier Point	3	9,223	Gross	5 years	December 2007	Rte. 42*	Moderate addl work	\$11/SF	addl \$70-\$90/SF	Poor	\$2.25 plus an addl \$0.35 for utilities, etc. = \$2.60/SF	Owner will amortize at 6% any addl cost - std on re-let space
San Rafael 750 Lindero - The San Rafael Corporate Center	1	9,039	Full Service	5 years	Immediately	Numerous**	Minimum addl work	\$50/SF - new	Minimal	Excellent	\$2.90/SF	Discount due to buildout done; re-let space \$10/SQ, new shell

* Service to/from the East Bay; Every 1/2 hour, 7 days/week 6:00 a.m. - Midnight. MCTD unsure of distance from office to bus stop

** Best service in the County; Every 1/2 hour, 7 days/week. Distance from office to San Rafael Transit Center - approx. 3 blocks